

PARTNERSHIP SKILL BUILDING GROUP 15

REGISTRATION DETAILS

Partnership Skill Building will be at the William Penn Mott Jr. Training Center in Pacific Grove, California, Sunday, February 28 through Thursday, March 4, 2010. **Attendance is limited to 34 people.** Participants may check in Sunday evening, if desired.

Schedule:

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|---------------------|--|
| Sunday, February 28 | Room check-in after 3:00 PM at Asilomar Conference Grounds |
| Monday, March 1 | 8:00 AM to 5:00 PM (Breakfast available at 7:15 AM) |
| Tuesday, March 2 | 8:00 AM to 5:00 PM (Breakfast available at 7:15 AM) |
| Wednesday, March 3 | 8:00 AM to 5:00 PM (Breakfast available at 7:15 AM) |
| Thursday, March 4 | 8:00 AM to noon (Breakfast available at 7:15 AM) |
| | Checkout, no later than 11:00 AM on March 4, 2010 |

Total training time: 28 hours over 4 days.

Registration:

- **Preference will be given to DPR and association partners who attend together.** This training is designed for Cooperating Association Liaisons (CALs) attending with their respective association representative(s). This joint attendance will require coordination at the district level.

REGISTRATION DEADLINE: January 19, 2010

- Simply registering does not guarantee that space will be available. Registration confirmation, including agendas, course outlines and related materials will be sent to all registered participants at a later date, normally within 3-4 weeks of class.

The following guidelines direct the dual-registration process:

A. CALS

- Complete and submit a Training Request via the Employee Training Management System (ETMS) to be approved at all levels. This course is "In-Service Training" (**The deadline for this class is January 19, 2009**). No fee for permanent DPR employees.
- CALs planning to attend without their association representatives will be placed on a space available (standby) waiting list.
- **Association Registration:** When a CAL receives an association representative registration form and a check, they should verify that the paperwork/payment is complete, then forward the association registration materials to the Mott Training Center, PO Box 699, Pacific Grove, CA 93950 (Attention: Sara M. Skinner) for processing. Attach a note explaining that your registration is being processed via ETMS.

B. Association Representatives

- Complete the registration form. Keep a copy for your records.
- Attach a check (payable to the California Department of Parks and Recreation) to each registration form. Cost for association members staying at Asilomar is \$250 which includes three nights shared housing and meals. Registration for people NOT staying at Asilomar is \$40 (meals and lodging are not provided). **Note: All cancellations requesting a refund, must be received by the Training Center no later than February 9, 2010.**
- Forward your completed registration form(s), with the check(s) attached, to your CAL. The CAL will attach a cover note and send your registration to the Mott Training Center.
- Associations may reserve a training slot. They may later change the person who will attend by noon on February 21, 2010.
- Individual/multiple association representative(s) wanting to attend without their CAL:
Complete a separate registration form for each attendee, attach a separate check for each person's registration fee, and give it to your CAL for routing. Each representative will be placed on a space available (standby) waiting list. Registration fees will be returned for people who are not selected.

C. Questions

Regarding registration - contact Sara M. Skinner, Training Specialist, (831) 649-2961 email: sskinner@parks.ca.gov, FAX (831) 649-2824.

Regarding agendas or program content - contact John D Mott, Cooperating Associations Program Manager (916) 654-5397, e-mail: jmott@parks.ca.gov, FAX (916) 654-9048.

Partnership Skill Building Group 15

- Who:** Association Board Members or Representatives
- What:** Cooperating Associations Partnership Skill Building class
(Space is limited to 34 people)
- Where:** William Penn Mott Jr. Training Center, Pacific Grove CA
- When:** February 28 – March 4, 2010
- Cost:** **Staying on grounds:** \$250 which includes up to four nights shared housing and meals (February 28-March 4, 2010).
Staying off grounds: \$40 (meals and lodging are not provided).
- Sponsored by:** California State Parks
- How:** Complete and forward registration form with the appropriate fee to your association's CAL. The CAL will route the information to the Mott Training Center.

REGISTRATION DEADLINE: January 19, 2010

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Registration Form Partnership Skill Building (Use one form per *cooperating association* attendee)

Dates: **February 28-March 4, 2010** (check in on February 28, 2010)

Name: _____

Title: _____
(Board member, Chair, etc.)

Address: _____
(mailing address including city, state, and zip code)

Phone: (____) _____ E-mail: _____

Association name: _____

District: _____ CAL: _____

____ I will be staying at Asilomar (\$250.00 shared housing fee). If possible, I would like to share the room with _____.

____ I will NOT be staying at Asilomar (\$40.00 fee).

Check Enclosed: \$ _____ payable to the "California Department of Parks and Recreation" with a drivers license number and expiration date written on it.

Forward this completed form (check attached) to your CAL, do not send it to the Mott Training Center.